

Table of Contents Tips

- ◆ Provide page numbers for all sections of the applications
- ◆ List the Narrative Sections in order of the selection criteria on the Technical Review Form – NOTE THE NEW ORDER
- ◆ Provide page numbers for the subsections within a criterion
- ◆ The suggested ordering of the application is:
 - ➔ Federal Forms
 - ➔ Budget
 - ➔ Abstract
 - ➔ Narrative
 - ➔ Timeline
 - ➔ Course List
 - ➔ Bios

Narrative Tips

- ◆ **Do not exceed the page limit (including font size and margin specifications)**
- ◆ Write the narrative in order of the selection criteria on the Technical Review Form. Be sure to fully address each subquestion of each criterion in the new order.
- ◆ Keep in mind the peer reviewers – they are language and area/international specialists and know the field
- ◆ Make the best use of limited narrative space by addressing your program's strengths as they relate to the selection criteria
- ◆ Define acronyms - some applicants include a guide to acronyms in their proposals which does not count against the page limit
- ◆ Address all criteria thoroughly. Readers are instructed not to use outside information in the evaluation.
- ◆ Address Absolute, Competitive, and Invitational Priorities
- ◆ Start numbering pages with the first page of the narrative
- ◆ Cross reference

Timeline Tips

- ◆ Observe the 3 page limit
- ◆ Include all grant funded aspects of program development – not just priority activities. The timeline should represent those activities that are truly program-strengthening.
- ◆ If you are a consortium, make it clear which school you are referencing
- ◆ Use colors or shading to show development, cost-sharing, etc. Provide a legend to explain what the colors or shading mean.
- ◆ Use page number references to the narrative
- ◆ Demonstrate how costs will be picked up by the institution
- ◆ Show which activities are new or continuing or ending
- ◆ A timeline shows progression of activities being developed or enhanced or implemented – try to convey this. Do not merely depict a schedule. A schedule has no substance.

Course List Tips

- ◆ Provide 3 years of information: (1) 2001-2002 courses and enrollments; (2) 2002-2003 courses being offered; and (3) 2003-2004 courses to be offered
- ◆ Identify those courses that would be funded by the grant in 2003-2004
- ◆ List number of credits per course
- ◆ For those courses with less than 100% area/international content, include the percentage of area/international content and a note explaining the content
- ◆ Include information on cross listed courses
- ◆ Double side the Course List

Bio Tips

- ◆ 2 Bios per side of a page and double side this section
- ◆ This section does not need to be double-spaced but should follow a uniform format so that readers can easily find information
- ◆ Including the following information is helpful:
 - Department and tenure status
 - Education (degree, IHE)
 - Academic, related, and overseas experiences
 - Languages with proficiency level indicated (with scale defined)
 - Percentage of time dedicated to area/international studies
 - Area/international courses taught
 - Research and teaching specializations
 - Recent publications
 - Number of dissertations or theses supervised in past 5 years
 - Distinctions
- ◆ You may wish to include a Table of Contents for the Bios
- ◆ Organize the Biod in alphabetical order or by discipline
- ◆ Make sure the Bios are for faculty currently at your institution